Welcome to the WI
Test Administration Q&A Session
for the ACT© Test [with Writing]
Spring 2018
Orientation, Configuration,
Verification and Preparation

For Audio Please Call: 800.260.0712

Participant Code: 434671

ACT®

Test Dates - ACT

- February 27 – Initial Standard Time

- February 27-March 13 – Accommodations Test Window

- March 20 – Makeup Standard Time

- March 20-26 – Makeup Accommodations Window

- April 3 – Emergency Makeup Standard Time

- April 3-9 – Emergency Makeup Accommodations Window

Test Dates - WorkKeys

- February 28 – Initial Standard Time

- February 28-March 14 – Accommodations Test Window

- March 21 – Makeup Standard Time

- March 21-27 – Makeup Accommodations Window

- April 4 – Emergency Makeup Standard Time

- April 4-10 – Emergency Makeup Accommodations Window

Key Dates

- December 1 – Deadline to manage participation

- January 12 – Deadline to request ACT Approved accommodations

- January 17 – Deadline to order WorkKeys accommodated materials

- January 18 – Q&A session (different content)

- February 21– Deadline to enroll/edit students and place additional orders

- January 29-February 2 **OR** February 5-February 9 – Materials arrive in school (secure, non-secure, standard, accommodations, ACT and WorkKeys)

ACT Contact Information

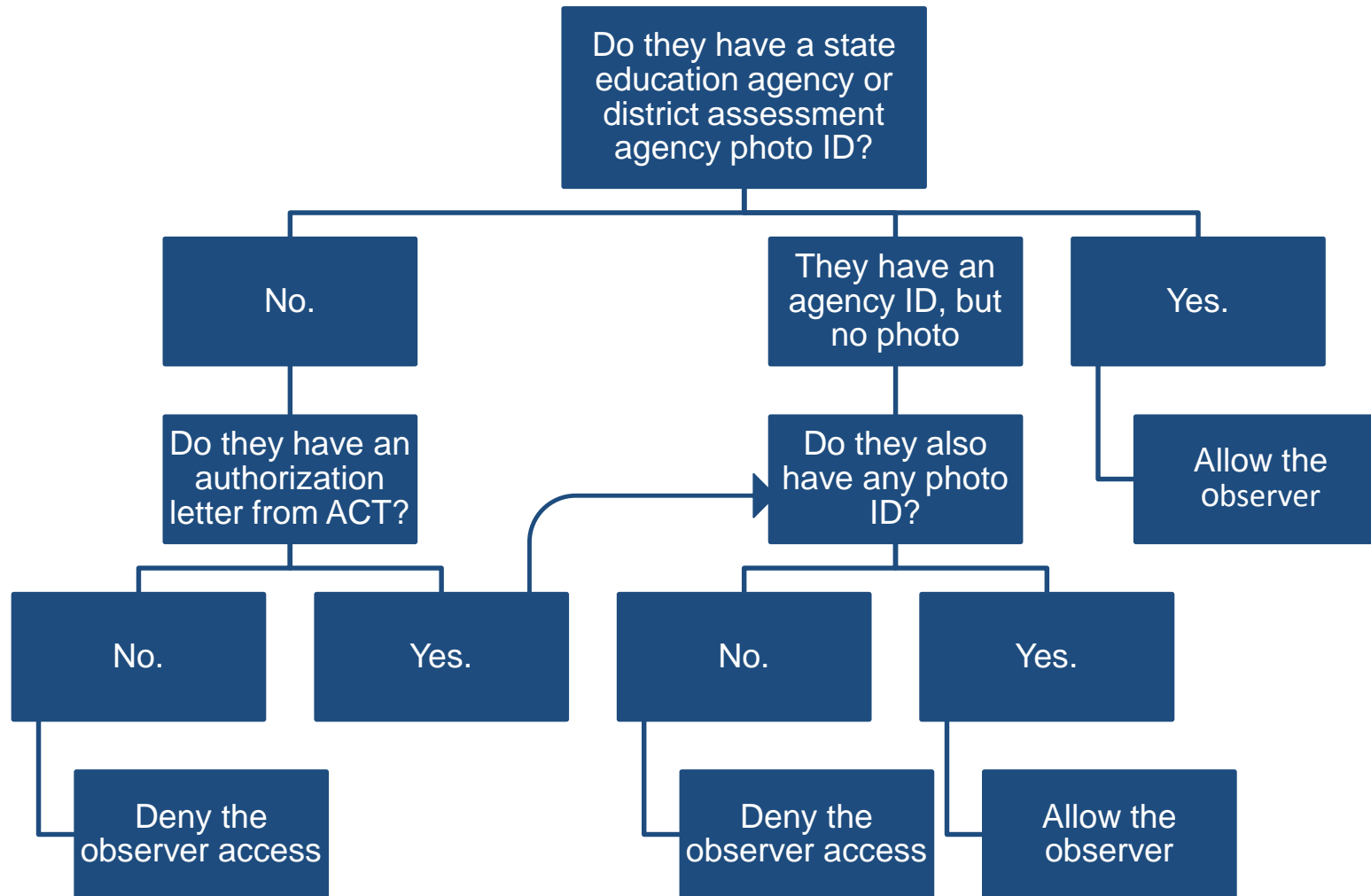| Wisconsin ACT Testing Website: www.act.org/stateanddistrict/wisconsin		
Department	**Phone**	**Email**
Test Administration	800-553-6244 ext 2800	www.act.org/stateanddistrict/contactus
Accommodations and Supports	800-553-6244 ext 1788	ACTStateAccoms@act.org

What's New in 2017-2018?

-Manage Participation Required

-Lunch break option between 4 multiple choice tests and writing

-Timing Code 6 change

-English Language (EL) Supports

-<u>NO</u> non-college reportable accommodations

Lunch Break Before Writing

- ACT will allow an extended break for lunch between the end of the MC tests and the beginning of the writing test.

- Decision is made school-wide, not individually or by classroom.

- During the break all examinees must be constantly monitored by school personnel for examinee conversations and any other means of sharing test content, including cell phone usage.

- Test booklet and answer document must be collected and securely stored during the break. Under no circumstances can these materials be left unattended or stored in the same location as the examinees during the break.

Authorized Observers

Do they have a state education agency or district assessment agency photo ID?

- No.
  - Do they have an authorization letter from ACT?
    - No.
      - Deny the observer access
    - Yes.

- They have an agency ID, but no photo
  - Do they also have any photo ID?
    - No.
      - Deny the observer access
    - Yes.
      - Allow the observer

- Yes.
  - Allow the observer

Test Facility Requirements

The ACT and WorkKeys

Type and Size of Rooms

- 15-30 examinees in each standard time testing room

- Up to 10 examinees in each accommodated testing room

- Recommended maximum 100 examinees per room

- 2 reliable timepieces
- A phone or other method to communicate with other testing staff (must be kept on silent)
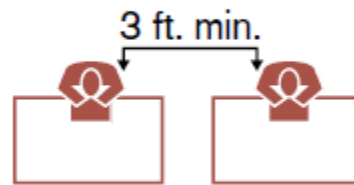- Proper lighting, temperature, and ventilation
- Free from distractions

- Scores will be cancelled if the requirements aren't followed:
  - Examinees face the same direction
  - Seats in proper rows and columns
  - RS can see all examinees
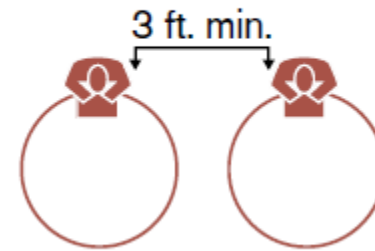 - Minimum spacing requirements met

3 ft. min. plus room to circulate
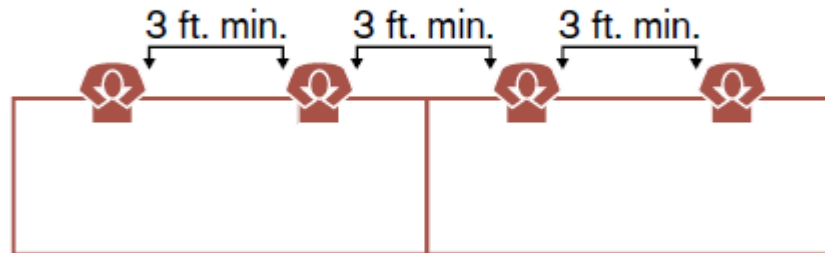
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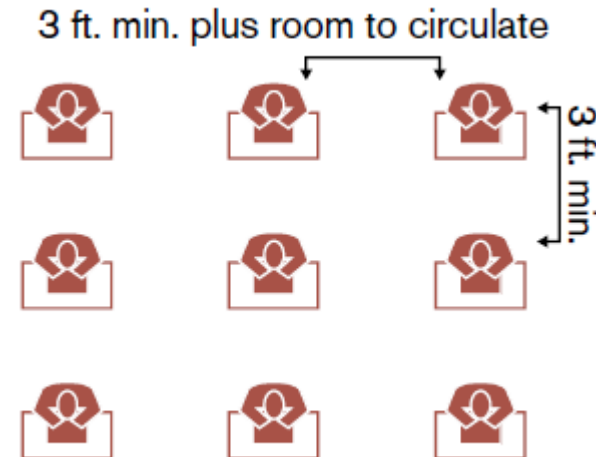
Proper Use of Tables

Testing Staff Requirements

The ACT and WorkKeys

![ACT logo]

- Persons <u>ineligible</u> to serve as staff:
    - High school students, volunteers, and lower-division undergraduate students
    - Anyone taking the ACT within 12 months
    - If one is involved in ACT test preparation outside of normal school activities

Athletic coaches

May not serve as Test Coordinator	May not have access to secure accoms materials	May not supervise one-on-one testing for a student athlete	May serve as RS

Relatives testing at any school in your state

| May not serve as Test Coordinator | May not have access to secure materials | May serve as RS, provided examinee is not in the same room |

Attentiveness

- Any non-test administration related activity is not allowed

- Testing staff must move around the room

- Avoid creating distractions

How to set a new Test Coordinator

1. Contact DAC to notify of change

2. DAC makes changes in PA^{next}

3. Complete training before test day

One room per supervisor, one supervisor per room

Attend training	Accurately monitor and record time
Responsible for test materials	Complete necessary forms

Attend training

Admit examinees and distribute test materials

Help administer the test

Be attentive and assist with any irregularities

Proctors

Standard Testing Rooms	
Number of Examinees/Room	Number of Proctors Required
0 – 25	0
26 – 50	1
51 – 100	2

Accommodation Testing Rooms	
Number of Examinees/Room	Number of Proctors Required
11+	1

- Provide training prior to test day
- Be sure accommodated RS understand their assigned room/timing code
- Short meeting on testing morning

Spring 2018

Test Date: _____
Test Room: _____
Room Supervisor: _____
High School Name: _____

The ACT® Test
Administration Manual

State Testing
District Testing

⏱ Standard Time

📄 Paper Testing

This manual is for participating states and districts to administer the ACT (no writing) **or** the ACT with writing through ACT State testing and ACT District testing with **standard time.**

The **ACT®**

www.act.org

Test Security Requirements

The ACT and WorkKeys

Authorized Access

- Only the TC and Back-Up TC can access test materials before test day

- Any staff who handle test materials should be included on staff list

- One per school

Security of Test Materials

- Test booklets cannot be photocopied

- Test booklet seals cannot be broken except by the examinee

- Test booklets cannot be distributed before advised to do so in verbal instructions

Receipt and Check-In of Test Booklets

- Within 24 hours of receipt, the TC must open and verify the test materials
  - Packing List provided
  - Standard time and accommodations
  - Verify serial numbers
  - Contact ACT with any concerns ASAP

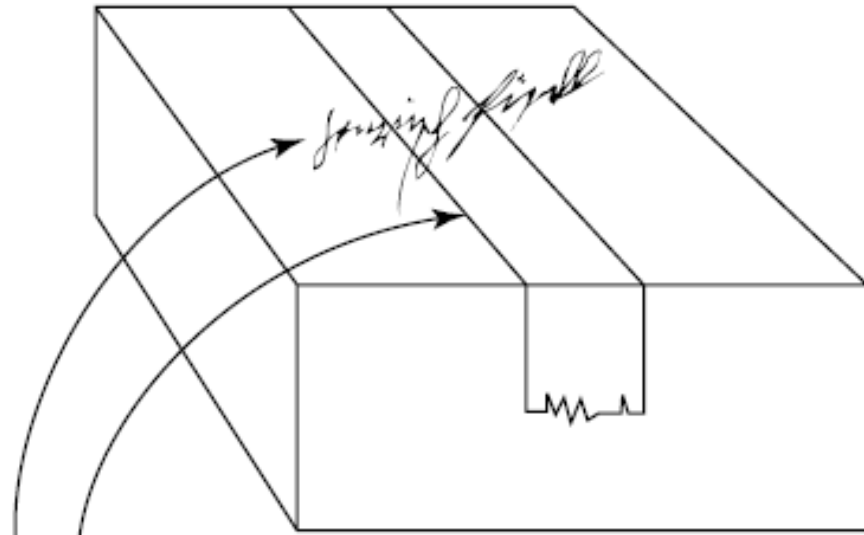- Place in secure storage with double lock system

Call ACT immediately at 800.553.6244, ext. 2800 if there is a security breach

- Unable to locate any secure test materials
- Any unauthorized access to test materials prior to test day

Storage before Testing

1. Reseal in the same place as before.
2. Sign your name across the tape. Be sure your signature starts on the cardboard, goes across the tape, and ends on the cardboard.

- TC must personally hand over materials to the Room Supervisors on test day
  - Information captured on the test room report

- Never leave test booklets unattended

Completing Non-Test Portions

The ACT and WorkKeys

- Must be completed before test day

- Session will last around an hour

- Schedule several sessions to catch all examinees

Barcode Labels

- You receive a barcode label for each student listed in PAN under your school by January 9, 2018
- Apply labels to the back, lower right corner of the answer documents

- Required Information to complete:

    – Blocks A, B, D, N, O, P, R

- Scores will not be reported without these complete
- Score reports may have blank spots if students do not complete all non-test sections of their answer document

- If testing site is home school, leave blank

- If testing at a high school other than where students information should be reported, find the high school code for examinees' "home" high school and code in Block K
  - Use www.actstudent.org/regist/lookuphs

Preparing for Test Day

The ACT and WorkKeys

Materials Provided by Your School

Test Room Material Checklist
No. 2 pencils with erasers
Pencil sharpener
Two timepieces
Signs, cards, and test administration documentation
Permitted calculators – if you choose

Local Arrangements

- Some accommodations do not need approval if they meet ACT requirements
  - Preferential seating (e.g., front of the room)
  - Small group or individual testing
  - Marking answers in the test book
  - Snack, drink, or medication for an examinee with a medical need (test separately to avoid distracting other examinees)
  - Sign Language Interpreter (for test instructions)

ACT Contact Information

ACT Website

http://www.act.org/stateanddistrict/wisconsin

Standard Time Testing

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ACT Accommodations

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Email: ACTStateAccoms@act.org